

## REQUEST TO DIRECTOR TO SUBMIT A MISCONDUCT/GRIEVANCE APPEAL OUT OF TIME

Facility C.C.F. Is this a resubmittal? yes ☒ no ☐  
Inmate's PRINTED Name/DOC Number MS. Phoebe Renee Halliwell  
MS. Ronny Darnell #521825

☐ Misconduct Appeal \_\_\_\_\_ OR ☒ Grievance Appeal Number 19-163

PRIOR TO SUBMISSION OF A REQUEST TO SUBMIT OUT OF TIME, THE APPEAL MUST BE DENIED BY THE FACILITY HEAD/DISTRICT SUPERVISOR AND THE ADMINISTRATIVE REVIEW AUTHORITY AS OUT OF TIME.

**DO NOT ATTACH THE MISCONDUCT APPEAL, GRIEVANCE, OR ANY OTHER ITEM TO THIS REQUEST.**

Date denied as untimely by facility head/district supervisor May 10, 2019

Date denied as untimely by Administrative Review Authority \_\_\_\_\_

You must prove by substantial evidence that the appeal was not submitted in a timely manner through no fault of your own. State reason below (You may use the back of the form):

This Grievance was not out of time. I am Grievancing my visit to Dr. Paine on 4-11-19, after my visit on 4-11-19 I filled the Request to Staff, the same day so therefore I am not out of time.

I understand that I will be charged \$2 to submit this request to the Administrative Review Authority and that this form is also a request for disbursement of funds from my trust fund draw account. If I do not have enough funds to cover this cost, the amount will be collected as soon as funds become available. If approved, no fee will be assessed.

Ms. Phoebe Renee Halliwell  
Ms. Ronny Darnell #521825  
Inmate's Signature/DOC Number

5-11-2019  
Date

☐ Request denied ☐ Request approved ☐ Your appeal has not been declared out of time by this office, therefore, your request to file an appeal out of time is premature.

\_\_\_\_\_  
Director or Director's Designee

If approved, the inmate may resubmit the appeal 090124, as applicable.

*Inmates Responsibility  
to submit  
to ARA.*